# Michigan Deptartment of Treasury 496 (2-04) Auditing Procedures Report

AUGITI Issued under P				es	керс	ort						
Local Governr	ment Type	nship	√Villag	е [	Other	Local Governm VILLAGE		СОТТ		County	MAW	,
Audit Date <b>6/30/05</b>			Opini <b>9/1</b>	on Date	е		Date Accou 9/26/05	ntant Report Submit	tted to State:			
accordance	with th	e S	tatements	of the	Governi	mental Acco	unting Star	t and rendered dards Board ( gan by the Mich	GASB) and th	ne Uniform	Report	nts prepared in ting Format for
1. We have	e compl	ied	with the <i>Bui</i>	lletin f	for the Au	dits of Local	Units of Go	vernment in Mic	chigan as revise	ed.		
2. We are	certified	l pul	olic account	ants r	egistered	I to practice in	n Michigan.					
We further affirm the following. "Yes" responses have been disclosed in the financial statements, including the notes, or in the report of comments and recommendations												
You must ch	neck the	арр	licable box	for ea	ch item b	elow.						
Yes	<b>√</b> No	1.	Certain co	mpon	ent units/	funds/agenci	es of the lo	cal unit are excl	uded from the	financial sta	atemer	ıts.
Yes [	<b>√</b> No	2.	There are 275 of 198		mulated o	deficits in one	e or more o	of this unit's un	reserved fund	balances/re	tained	earnings (P.A.
Yes [	<b>√</b> No	3.	There are amended).		nces of r	non-complian	nce with the	Uniform Acco	ounting and Bu	idgeting Ac	t (P.A.	2 of 1968, as
Yes [	<b>√</b> No	4.						ther an order i gency Municipal		the Municip	al Fina	ance Act or its
Yes [	<b>√</b> No	5.						do not comply amended [MC		requiremer	nts. (P.	A. 20 of 1943,
Yes [	✓ No	6.	The local u	unit ha	as been d	elinquent in o	distributing t	ax revenues tha	at were collecte	ed for anoth	er taxi	ng unit.
Yes [	✓ No	The local unit has violated the Constitutional requirement (Article 9, Section 24) to fund current year earned  7. pension benefits (normal costs) in the current year. If the plan is more than 100% funded and the overfunding credits are more than the normal cost requirement, no contributions are due (paid during the year).										
Yes [	√ No	8.	The local (MCL 129.		uses cred	lit cards and	has not a	dopted an appl	licable policy a	s required	by P.A	A. 266 of 1995
Yes [	<b>√</b> No	9.	The local u	unit ha	as not add	opted an inve	estment polic	cy as required b	oy P.A. 196 of 1	1997 (MCL <sup>-</sup>	129.95)	1.
We have e	nclosed	the	following:						Enclosed	To Be Forward		Not Required
The letter of	of comme	ents	and recom	mend	ations.				1			
Reports on	individu	al fe	deral financ	cial as	ssistance	programs (pr	ogram audi	ts).				<b>√</b>
Single Audit Reports (ASLGU).								<b>✓</b>				
Certified Public Accountant (Firm Name) BERTHIAUME & COMPANY, CPAS												
Street Address		NE						City SAGINAW		State   ZIP   48638		
Accountant Si	ignature Id 2	v	nechl	Dex	Siv	Man	me			Date GJ	6-	25

# VILLAGE OF PRESCOTT

Ogemaw County, Michigan

# FINANCIAL STATEMENTS

June 30, 2005

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#### INDEPENDENT AUDITORS' REPORT

To the Village Council Village of Prescott, Michigan

We have audited the accompanying financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the Village of Prescott as of and for the year ended June 30, 2005, which collectively comprise the Village's basic financial statements as listed in the table of contents. These financial statements are the responsibility of the Village of Prescott's management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the Village of Prescott, as of June 30, 2005, and the respective changes in financial position and cash flows, where applicable, thereof for the year then ended, in conformity with accounting principles generally accepted in the United States of America.

The budgetary comparison schedules, as identified in the table of contents, are not a required part of the basic financial statements but are supplemental information required by the Governmental Accounting Standards Board. We have applied certain limited procedures, which consisted principally of inquires of management regarding the methods of measurement and presentation of the required supplemental information. However, we did not audit the information and express no opinion on it.

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Village of Prescott's basic financial statements. The accompanying other supplemental information, as listed in the table of contents, is presented for purposes of additional analysis and is not a required part of the basic financial statements. The other supplemental information has been subjected to the auditing procedures applied in the audit of the basic financial statements and, in our opinion, is fairly stated in all material respects in relation to the basic financial statements taken as a whole.

The accompanying financial statements do not present a management's discussion and analysis, which would be an analysis of the financial performance for the year. The Governmental Accounting Standards Board has determined that this analysis is necessary to supplement, although not required to be a part of, the basic financial statements.

September 1, 2005

Berchiaume & Co.



# STATEMENT OF NET ASSETS

June 30, 2005

	Governmental Activities		Business-type Activities		_	Total
Assets:						
Cash and cash equivalents	\$	47,150	\$	48,794	\$	95,944
Receivables		19,753		13,276		33,029
Internal balances		282		(282)		-
Prepaid expenses		3,942		-		3,942
Capital assets:						
Nondepreciable capital assets		74,327		19,073		93,400
Depreciable capital assets, net		68,339	_	979,732	_	1,048,071
Total assets		213,793		1,060,593	_	1,274,386
Liabilities:						
Accounts payable						
and accrued expenses		6,721		29,876		36,597
Long-term liabilities:						
Due within one year		15,000		-		15,000
Due in more than one year		60,000	_		_	60,000
Total liabilities		81,721		29,876	_	111,597
Net assets:						
Invested in capital assets,						
net of related debt		36,770		998,805		1,035,575
Restricted for:						
Streets		44,527		-		44,527
Unrestricted		50,775		31,912	_	82,687
Total net assets	\$	132,072	\$	1,030,717	\$	1,162,789

# STATEMENT OF ACTIVITIES

Year Ended June 30, 2005

			Program Revenues						
	Expenses		Charges for Services		Operating Grants and Contributions			Net Expense) Revenue	
Functions/Programs									
Governmental activities:									
General government	\$	25,239	\$	-	\$	-	\$	(25,239)	
Public works		31,519		624		48,643		17,748	
Recreation and culture		6,678		-		3,350		(3,328)	
Interest on long-term debt		3,936						(3,936)	
Total governmental activities	<u>\$</u>	67,372	\$	624	\$	51,993	\$	(14,755)	
Business-type activities:									
Sewer	\$	40,752	\$	32,962	\$		\$	(7,790)	
Total business-type activities	<u>\$</u>	40,752	\$	32,962	\$		\$	(7,790)	

continued

	Governmental Activities	Business- type Activities	Total
Changes in net assets:			
Net (Expense) Revenue	\$ (14,755)	\$ (7,790)	\$ (22,545)
General revenues:			
Taxes:			
Property taxes, levied for general purpose	17,870	-	17,870
Grants and contributions not restricted to			
specific programs	24,933	-	24,933
Unrestricted investment earnings	139	64	203
Miscellaneous	1,853		1,853
Total general revenues	44,795	64	44,859
Change in net assets	30,040	(7,726)	22,314
Net assets, beginning of year, as restated	102,032	1,038,443	1,140,475
Net assets, end of year	\$ 132,072	\$ 1,030,717	\$ 1,162,789

#### GOVERNMENTAL FUNDS

# **BALANCE SHEET**

June 30, 2005

	_	General Fund	Major Street <u>Fund</u>		Local Street Fund	Gove	onmajor ernmental Funds	Gov	Total ernmental Funds
Assets:									
Cash and cash equivalents	\$	7,133	\$ 31,897	\$	4,763	\$	3,357	\$	47,150
Due from other governmental units		8,056	9,292		2,405		-		19,753
Due from other funds		282	-		18,451		-		18,733
Prepaid expenditures		3,942	 						3,942
Total assets	\$	19,413	\$ 41,189	\$	25,619	\$	3,357	\$	89,578
Liabilities and Fund Balances: Liabilities:									
Accounts payable									
and accrued expenses	\$	1,297	\$ 3,728	\$	102	\$	-	\$	5,127
Due to other funds			 18,451				-		18,451
Total liabilities		1,297	 22,179		102				23,578
Fund balances:									
Reserved for:									
Prepaid expenditures		3,942	-		-		-		3,942
Unreserved:									
General fund		14,174	-		-		_		14,174
Special revenue funds			19,010	-	25,517		3,357		47,884
Total fund balances		18,116	 19,010		25,517		3,357		66,000
Total liabilities and fund balances	\$	19,413	\$ 41,189	\$	25,619	\$	3,357	\$	89,578

Net assets of governmental activities

# RECONCILIATION OF FUND BALANCES OF GOVERNMENTAL FUNDS TO NET ASSETS OF GOVERNMENTAL ACTIVITIES

June 30, 2005

Total fund balances for governmental funds	\$	66,000
Total net assets reported for governmental activities in the statement of of net assets is different because:		
Capital assets used in governmental activities are not financial resources and therefore are not reported in the governmental funds.		
Governmental capital assets 163	3,216	
Less accumulated depreciation (20	0,550)	142,666
Interest payable in the governmental activities are not payable from current resources and therefore are not reported in the governmental funds.		(1,594)
Long-term liabilities are not due and payable in the current year and therefore are not reported in the governmental funds:		
Bond payable	_	(75,000)

\$ 132,072

#### GOVERNMENTAL FUNDS

# STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES

	General Fund	Major Street Fund	Local Street Fund	Nonmajor Governmental Fund	Total Governmental <u>Funds</u>
Revenues:					
Property taxes	\$ 17,870	\$ -	\$ -	\$ -	\$ 17,870
State grants	24,933	38,643	10,000	-	73,576
Charges for services	624	-	-	-	624
Interest and rents	52	76	4	7	139
Other revenue	1,353	500		3,350	5,203
Total revenues	44,832	39,219	10,004	3,357	97,412
Expenditures:					
Current					
General government	24,784	-	-	-	24,784
Public works	13,199	10,965	2,572	-	26,736
Recreation and culture	6,377	-	-	301	6,678
Capital outlay	455	-	-	-	455
Debt service	4.40	4.260	10.721		15.440
Principal	448	4,269	10,731	-	15,448
Interest and fees	52	1,191	2,994		4,237
Total expenditures	45,315	16,425	16,297	301	78,338
Excess (deficiency) of					
revenues over expenditures	(483)	22,794	(6,293)	3,056	19,074
Other financing sources (uses):					
Transfers in	-	-	9,661	-	9,661
Transfers out		(9,661)			(9,661)
Total other financing sources (uses)		(9,661)	9,661		
Net change in fund balances	(483)	13,133	3,368	3,056	19,074
Fund balances, beginning of year, as restated	18,599	5,877	22,149	301	46,926
Fund balances, end of year	\$ 18,116	\$ 19,010	\$ 25,517	\$ 3,357	\$ 66,000

# RECONCILIATION OF STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES OF GOVERNMENTAL FUNDS TO THE STATEMENT OF ACTIVITIES

Net change in fund balances - total governmental funds	\$	19,074
Total change in net assets reported for governmental activities in the statement of activities is different because:		
Governmental funds report capital outlays as expenditures. However, in the statement of activities, the cost of those assets is depreciated over their estimated useful lives and reported as depreciation expense.		
Capital outlay		
Less depreciation expense (4,7	<u>'83</u> )	(4,783)
Repayments of principal on notes and bonds is an expenditure in governmental funds, but the payment reduces long-term liabilities in the statement of net assets.		15,448
Some expenses reported in the statement of activities do not require the use of current financial resources and therefore are not reported as expenditures in governmental funds.		
Change in accrued interest on notes and bonds payable	_	301
Change in net assets of governmental activities	\$	30,040

#### PROPRIETARY FUND – ENTERPRISE FUND

# STATEMENT OF NET ASSETS

June 30, 2005

	Sewer Fund
Assets:	
Current assets:	
Cash and cash equivalents	\$ 48,794
Accounts receivable	13,276
Total current assets	62,070
Noncurrent assets:	
Capital assets:	
Nondepreciable capital assets	19,073
Depreciable capital assets, net	979,732
Total noncurrent assets	998,805
Total assets	1,060,875
Liabilities	
Current liabilities:	
Accounts payable and accrued expenses	29,876
Due to other funds	282
Total current liabilities	30,158
Total liabilities	30,158
Net assets:	
Invested in capital assets	998,805
Unrestricted	31,912
Total net assets	\$ 1,030,717

#### PROPRIETARY FUND – ENTERPRISE FUND

# STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN NET ASSETS

	Sewer Fund
Operating revenues:	
Charges for services	\$ 31,386
Penalties	1,576
Total operating revenues	32,962
Operating expenses:	
Personnel	533
Fringe benefits	240
Supplies	204
Contracted services	11,162
Telephone	693
Printing and publishing	301
Insurance	512
Utilities	1,082
Repair and maintenance	2,983
Equipment rental	624
Other services and supplies	819
Depreciation	21,599
Total operating expenses	40,752
Operating income (loss)	(7,790)
Non-operating revenues:	
Interest income	64
Total non-operating revenues	64
Net income (loss)	(7,726)
Net assets, beginning of year, as restated	1,038,443
Net assets, end of year	\$ 1,030,717

#### PROPRIETARY FUND – ENTERPRISE FUND

### STATEMENT OF CASH FLOWS

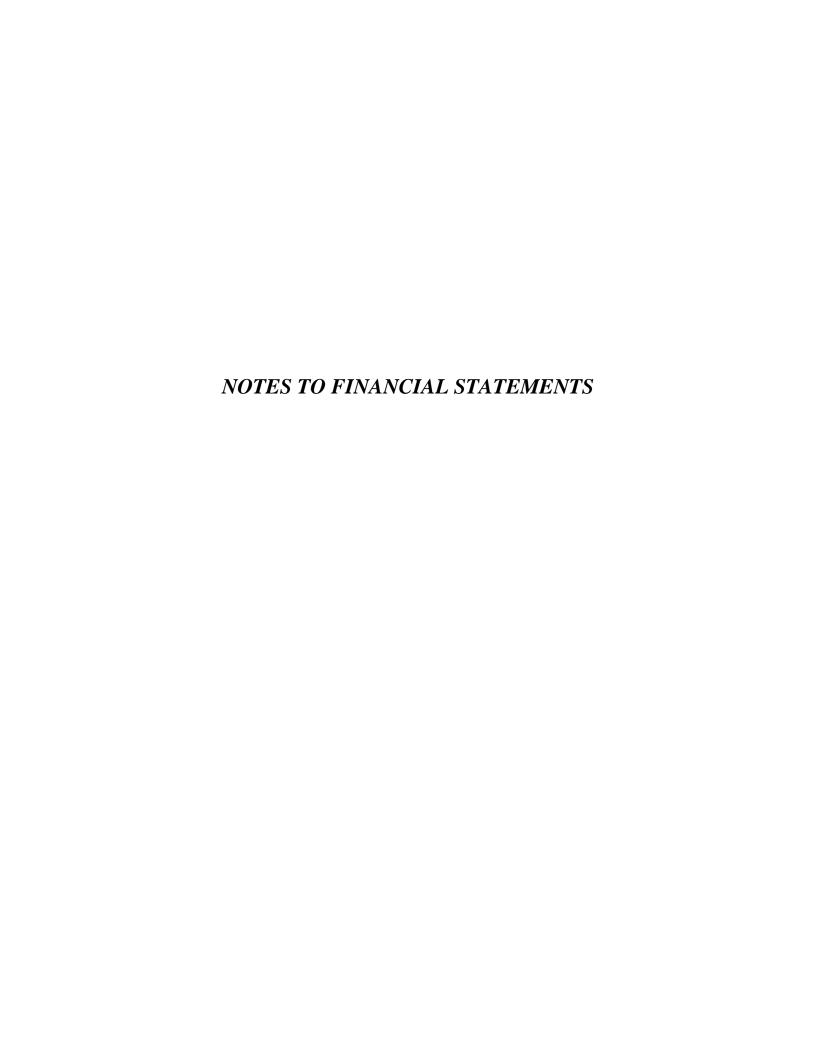
	Sewer Fund
Cash flows from operating activities:	 Turu
Cash received from customers	\$ 42,543
Cash payments for interfund services	50
Cash payments to employees	(533)
Cash payments to suppliers for goods and services	 1,291
Net cash provided by operating activities	 43,351
Cash flows from capital and related financing activities:	
Acquisition and construction of capital assets	 (34,665)
Net cash used by capital and related financing activities	 (34,665)
Cash flows from investing activities:	
Interest received	 64
Net cash provided by investing activities	 64
Net increase (decrease) in cash and cash equivalents	8,750
Cash and cash equivalents, beginning of year	 40,044
Cash and cash equivalents, end of year	\$ 48,794
Reconciliation of operating income (loss) to net cash provided by operating activities:	
Operating income (loss)	\$ (7,790)
Adjustments:	
Depreciation	21,599
Change in assets and liabilities:	
Accounts receivable	9,581
Accounts payable and accrued expenses	19,911
Due to other funds	 50
Net cash provided by operating activities	\$ 43,351

#### FIDUCIARY FUND – AGENCY FUND

# STATEMENT OF NET ASSETS

June 30, 2005

	Payroll Fund
Assets:	
Cash and cash equivalents	\$ 5,895
Liabilities:	
Accounts payable	5,895
Net Assets:	
Unrestricted	<u>\$ -</u>



#### NOTES TO FINANCIAL STATEMENTS

June 30, 2005

#### NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The accounting policies of the Village of Prescott conform to accounting principles generally accepted in the United States of America as applicable to governmental units. The following is a summary of the significant accounting policies:

#### **Reporting Entity:**

As required by accounting principles generally accepted in the United States of America, the financial statements of the reporting entity include those of the Village and its component units, if any. In evaluating the Village as a reporting entity, management has addressed all potential component units (traditionally separate reporting entities) for which the Village may be financially accountable and, as such, should be included within the Village's financial statements. The Village (the primary government) is financially accountable if it appoints a voting majority of the organization's governing board and (1) it is able to impose its will on the organization or (2) there is a potential for the organization to provide specific financial burden on the Village. Additionally, the primary government is required to consider other organizations for which the nature and significance of their relationship with the primary government are such that exclusion would cause the reporting entity's financial statements to be misleading or incomplete. There are no component units included in the Village's reporting entity.

#### Measurement Focus, Basis of Accounting, and Financial Statement Presentation:

The accounts of the Village are organized on the basis of funds, each of which is considered a separate accounting entity. The operations of each fund are accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, fund equity, revenues, and expenditures or expenses, as appropriate. Governmental resources are allocated to and accounted for in individual funds based upon the purposes for which they are to be spent and the means by which spending activities are controlled.

#### Government-wide Financial Statements:

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting as are the proprietary fund and fiduciary fund financial statements. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Property taxes are recognized as revenues in the year for which they are levied. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Property taxes are recognized as revenues in the year for which they are levied. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

The statement of net assets and the statement of activities report information on all of the nonfiduciary activities of the primary government. These statements distinguish between activities that are governmental and those that are business-type activities.

The statement of net assets presents governmental activities on a consolidated basis, using the economic resources measurement focus and accrual basis of accounting. This method recognizes all long-term assets and receivables as well as long-term debt and obligations. The Village's net assets are reported in

June 30, 2005

three parts (1) invested in capital assets, net of related debt, (2) restricted net assets, and (3) unrestricted net assts. The Village first utilizes restricted resources to finance qualifying activities.

The statement of activities reports both the gross and net cost of each of the Village's functions. The functions are also supported by general government revenues (property taxes, certain intergovernmental revenues, fines, permits and charges, etc.). The statement of activities reduces gross expenses (including depreciation) by related program revenues, operating and capital grants. Program revenues must be directly associated with the function. Operating grants include operating-specific and discretionary (either operating or capital) grants.

The net costs (by function) are normally covered by general revenue (property taxes, state sources and federal sources, interest income, etc.). The Village does not allocate indirect costs. In creating the government-wide financial statements, the Village has eliminated interfund transactions.

The government-wide focus is on the sustainability of the Village as an entity and the change in the Village's net assets resulting from current year activities.

#### Fund Financial Statements:

Separate financial statements are provided for governmental funds, proprietary funds and fiduciary funds, even though the latter are excluded from the government-wide financial statements. Major individual governmental funds and major individual enterprise funds are reported as separate columns in the fund financial statements.

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the government considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures, as well as expenditures related to compensated absences and claims and judgments, are recorded only when payment is due.

Property taxes, franchise fees, licenses, and interest associated with the current fiscal period are all considered to be susceptible to accrual and so have been recognized as revenues of the current fiscal period. Only the portion of special assessments receivable due within the current fiscal period is considered to be susceptible to accrual as revenue of the current period. Expenditure-driven grants are recognized as revenue when the qualifying expenditures have been incurred and all other grant requirements have been met. Entitlements and shared revenues are recorded at the time of receipt or earlier if the susceptible to accrual criteria are met. All other revenue items are considered to be measurable and available only when cash is received by the government.

Proprietary funds distinguish operating revenues and expenses from nonoperating items. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with a proprietary fund's principal ongoing operations. The principal operating revenues of the proprietary funds are charges to customers for sales and services. Operating expenses for enterprise funds include the cost of sales and services, administrative expenses, and depreciation on capital assets.

June 30, 2005

All revenues and expenses not meeting this definition are reported as nonoperating revenues and expenses. When both restricted and unrestricted resources are available for use, it is the Village's policy to use restricted resources first, then unrestricted resources as they are needed.

Fiduciary funds are custodial in nature (assets equal liabilities) and do not involve measurement of results of operations. The Fiduciary funds are accounted for on a spending or economic resources measurement focus and the accrual basis of accounting as are the proprietary funds.

The Village reports the following major governmental funds:

The **General Fund** is the primary operating fund of the Village. It is used to account for all financial resources, except for those required to be accounted for in another fund.

The **Major Street Fund** is used to account for the maintenance and construction of the Village's major street system.

The **Local Street Fund** is used to account for the maintenance and construction of the Village's local street system.

The Village reports the following major enterprise funds:

The **Sewer Fund** is used to account for the revenues and expenses for the operation of a sewer system.

#### Assets, Liabilities and Equity

<u>Deposits and Investments</u> – Cash and cash equivalents include cash on hand, demand deposits, certificates of deposit and short term investments with a maturity of three months or less when acquired. Investments, if any, are stated at fair value. For purposes of the statement of cash flows, the Village considers all highly liquid investments (including restricted assets) with a maturity when purchased of three months or less and all local government investment pools to be cash equivalents.

<u>Interfund Receivables and Payables</u> – Generally, outstanding amounts owed between funds are classified as "due from/to other funds". These amounts are caused by transferring revenues and expenses between funds to get them into the proper reporting fund. These balances are paid back as cash flow permits.

<u>Inventories and Prepaid Items</u> –Inventories of governmental funds are recorded as expenditures when purchased rather than when consumed. Certain payments to vendors reflect costs applicable to future fiscal years and is recorded as prepaid expenses in both government-wide and fund financial statements.

<u>Capital Assets</u> – Purchased or constructed capital assets are reported at cost or estimated historical cost. Donated capital assets are recorded at their estimated fair market value at the date of donation. The Village defines capital assets as assets with an initial individual cost in excess of \$500. Costs of normal repair and maintenance that do not add to the value or materially extend asset lives are not capitalized. Public domain (infrastructure) assets (e.g., roads, bridges, sidewalks and other assets that are immovable and of value only to the government) are capitalized if acquired after July 1, 2003.

Capital assets are depreciated using the straight-line method over the following useful lives:

Buildings and improvements	20-50 years
Vehicles	5-10 years
Equipment	5-15 years

<u>Compensated Absences</u> – It is the Village's policy to not permit employees to accumulate earned but unused sick and vacation days. Therefore, there is no liability shown in the government-wide financial statements.

<u>Long-term Obligations</u> — In the government-wide financial statements and the proprietary fund financial statements, long-term debt and other long-term obligations, if any, are reported as liabilities in the applicable governmental activities, business-type activities, or proprietary fund statement of net assets.

<u>Fund Equity</u> – In the fund financial statements, governmental funds report reservations of fund balance for amounts that are not available for appropriation or are legally restricted by outside parties for use for a specific purpose. Designations of fund balance represent tentative management plans that are subject to change.

#### **Use of Estimates:**

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenue and expenses during the period. Actual results could differ from those estimates.

#### **Eliminations and Reclassifications:**

In the process of aggregating data for the statement of net assets and the statement of activities, some amounts reported as interfund activity and balances in the funds were eliminated or reclassified. Interfund receivables and payables were eliminated to minimize the "grossing up" effect on assets and liabilities within the governmental activities column.

#### **Property Taxes**:

Properties are assessed as of December 31. The related property taxes are levied on the following July 1, are due on September 14, and become a lien on December 1 with the final collection date of February 28 before they are added to the county tax rolls.

The 2004 taxable valuation of the Village totaled \$3,152,774, on which ad valorem taxes levied consisted of 5.5406 mills for the Village's operating purposes.

The delinquent real property taxes of the Village are purchased by Ogemaw County. The delinquent real property taxes are received soon enough after year end to be recorded as revenue in the current year.

June 30, 2005

#### NOTE 2: STEWARDSHIP, COMPLIANCE, AND ACCOUNTABILITY

#### **Budgetary Information:**

The Village follows these procedures in establishing the budgetary data reflected in the financial statements:

- 1. The Village Clerk submits to the Village Council a proposed operating budget by fund for each year. The operating budget includes proposed expenditures and the means of financing them.
- 2. A public hearing is conducted to obtain taxpayer comments.
- 3. Prior to July 1, the budget is legally enacted by adoption by the Village Council.
- 4. Any revision that alters the total expenditures of any fund must be approved by the Village.
- 5. Formal budgetary integration is employed as a management control device during the year for all budgetary funds.
- 6. Governmental fund budgets are adopted on a basis consistent with accounting principles generally accepted in the United States of America. A comparison of actual results of operations to the General Fund and major Special Revenue Funds budgets as originally adopted and amended by the Village Council is included in the required supplemental information.
- 7. All annual appropriations lapse at fiscal year end.

#### **Excess of Expenditures over Appropriations in Budgeted Funds:**

During the year, the Village incurred expenditures that were in excess of the amounts budgeted, as follows:

	Final Budget	<u>Actual</u>	Actual Over al Budget
General Fund:			
General government	\$ 16,900	\$ 25,239	\$ 8,339
Public works	9,800	13,199	3,399
Recreation and culture	3,000	6,377	3,377
Special Revenue Funds:			
Major Street Fund - Transfers out	-	9,661	9,661
Local Street Fund - Public works	500	2,572	2,072

#### NOTE 3: DEPOSITS AND INVESTMENTS

The Village's deposits at June 30, 2005 are included in the statement of net assets under the following categories:

	Governmental			usiness-type	
		<b>Activities</b>		<b>Activities</b>	<u>Total</u>
Cash and cash equivalents	\$	47,150	\$	48,794	\$ 95,944

June 30, 2005

#### **Deposits**

The deposits of the governmental and business-type activities were reflected in the accounts of financial institutions (without recognition of checks written but not yet cleared or of deposits in transit) at \$99,624, which is covered by federal depository insurance.

#### Investments

State statutes authorize the Village to invest surplus funds in certificates of deposit, savings accounts and deposit accounts with banks and savings and loan associations which are members of FDIC, credit unions which are insured by NCUA, bonds, bills or notes of the U.S., commercial paper rated within the 3 highest classifications established, U.S. or federal agency obligation repurchase agreements, bankers' acceptances and mutual funds composed entirely of the aforementioned investments that are legal for direct investment by a Village.

Investments are categorized into these three categories of credit risk:

Category 1 – Insured or registered, or securities held by the Village or its agent in the Village's name;

Category 2 – Uninsured and unregistered, with securities held by the counterparty's trust department or agent in the Village's name; and

Category 3 – Uninsured and unregistered, with securities held by the counterparty or by its trust department or agent but not in the Village's name.

At year end, the Village had no investments.

#### **NOTE 4: CAPITAL ASSETS**

Capital assets activity of the Village's governmental and business-type activities was as follows:

	Beginning Balance		Additions		Retirements		Ending Balance
Governmental activities:							
Nondepreciable capital assets							
Land	\$	74,327	\$	-	\$		\$ 74,327
Depreciable capital assets							
Buildings and improvements		31,980		-		-	31,980
Vehicles		44,613		-		-	44,613
Equipment		12,296					 12,296
Total depreciable capital assets		88,889		-		-	88,889
Accumulated depreciation		(15,767)		(4,783)	-		 (20,550)
Depreciable capital assets, net		73,122		(4,783)			 68,339
Governmental activities, capital assets, net	\$	147,449	\$	(4,783)	\$		\$ 142,666

June 30, 2005

Design of the second se	Beginning <u>Balance</u>	Additions	Retirements	Ending <u>Balance</u>
Business-type activities:				
Nondepreciable capital assets	¢ 10.072	¢	¢	¢ 10.072
Land	\$ 19,073	\$ -	\$ -	\$ 19,073
Depreciable capital assets				
Sewer system and treatment plant	1,128,658	34,665		1,163,323
Accumulated depreciation	(160,993)	(21,598)		(182,591)
Depreciable capital assets, net	967,665	13,067		980,732
Business-type activites, capital assets, net	\$ 986,738	\$ 13,067	\$ -	\$ 999,805

Depreciation expense was charged to programs of the primary government as follows:

Governmenta	l activities:
-------------	---------------

Public works	\$ 4,783
Total governmental activities	\$ 4,783
<b>Business-type activities:</b>	
Sewer	\$ 21,598
Total business-type activities	\$ 21,598

#### **NOTE 5: LONG-TERM LIABILITIES**

The Village may issue bonds, notes, and other contractual commitments to provide for the acquisition and construction of major capital facilities and the acquisition of certain equipment. General obligation bonds are direct obligations and pledge the full faith and credit of the Village.

Long-term liabilities at June 30, 2005 consisted of the following:

			Annual	Original		
		Interest	Principal	Issue	Out	standing
Types of Indebtedness	Maturity	Rates	Installments	 Amount	at \	Year-End
<b>Governmental Activities</b>						
General Obligation Bonds:						
2000 Issue - Transportation Fund Bond	8/1/00-8/1/09	4.1-5.3%	\$10,000-15,000	\$ 130,000	\$	75,000
Loan Payable:						
2000 Issue - Tranctor Loan	7/25/00-7/25/04	5.66%	\$185-355	\$ 12,926	\$	-

June 30, 2005

The following is a summary of long-term liabilities transactions for the year ended June 30, 2005:

	Beginning Balance		Additions		Retirements		Ending Balance		One Year	
Governmental activities:										
General Obligation Bonds: 2000 Issue	\$	90,000	\$	-	\$	(15,000)	\$	75,000	\$	15,000
Loan Payable:										
Tractor loan		448				(448)				
Total governmental activities										
- long-term liabilities	\$	90,448	\$		\$	(15,448)	\$	75,000	\$	15,000

Annual debt service requirements to maturity for the above long-term liabilities are as follows:

	Governmental Activities									
Year Ended	_]	Principal		Interest	Total					
2006	\$	15,000	\$	3,458	\$	18,458				
2007		15,000		2,715		17,715				
2008		15,000		1,958		16,958				
2009		15,000		1,186		16,186				
2010		15,000		398		15,398				
	\$	75,000	\$	9,715	\$	84,715				

#### NOTE 6: DISAGGREGATED RECEIVABLE AND PAYABLE BALANCES

Receivables and payables as of year end for the Village's governmental and business-type activities in the aggregate are as follows:

	Governmental Activities			Business-type Activities		
Receivables:						
Accounts	\$	-	\$	13,276		
Intergovernmental		19,753				
Total receivables	<u>\$</u>	19,753	\$	13,276		
Accounts payable and accrued expenses:						
Accounts	\$	5,127	\$	29,876		
Interest		1,594				
Total accounts payable and accrued expenses	\$	6,721	\$	29,876		

June 30, 2005

#### NOTE 7: INTERFUND BALANCES AND TRANSFERS

The composition of interfund receivable and payable balances at June 30, 2005 is as follows:

Receivable Fund	Payable Fund	Amount		
General Fund	Sewer Fund	\$	282	
Local Street Fund	Major Street Fund		18,451	
		\$	18,733	

Management does not anticipate individual interfund balances to remain outstanding for periods in excess of one year. The balances resulted from the time lag between the dates that (1) interfund goods and services are provided or reimbursable expenditures occur, (2) transactions are recorded in the accounting system, and (3) payments between funds are made.

Interfund transfers reported in the fund statements were as follows:

Funds Transferred From	Funds Transferred To		mount
Major Street Fund	Local Street Fund	\$	9,661

Transfers are used to (1) move revenues from the fund that statute or budget requires to collect them to the fund that statute or budget requires to expend them, (2) move receipts restricted to debt service from the funds collecting the receipts to the debt service fund as debt service payments become due, and (3) use unrestricted revenues collected in the various funds to finance various programs accounted for in other funds in accordance with budgetary authorizations.

#### **NOTE 8: RISK MANAGEMENT**

The Village is exposed to various risks of loss related to property loss, torts, errors and omissions, and employee injuries (workers' compensation). The Village manages all of its loss risks with the purchase of commercial insurance. Settled claims relating to the commercial insurance have not exceeded the amount of insurance coverage in the past three fiscal years.

#### NOTE 9: EMPLOYEE RETIREMENT AND BENEFIT SYSTEMS

#### Pension Plan

The Village currently does not have a pension plan.

#### Post Employment Benefits

The Village currently does not provide any post employment benefits.

June 30, 2005

#### **NOTE 10: FUND EQUITY**

Specific reservations on fund equity include:

<u>Reserved for prepaid expenditures</u> – This reserve was created to indicate that the portion of fund balance represented by prepaid expenditures is not available for appropriation.

#### **NOTE 11: PRIOR PERIOD ADJUSTMENT**

Expenses were incurred in prior fiscal years in the Sewer Fund that should have been capitalized as construction in progress. In addition, there were expenses paid for by the General Fund for the Sewer Fund that should have been reimbursed by the Sewer Fund. The effect on beginning net assets in the Sewer Fund is as follows:

Net assets, beginning of year	\$ 1,035,935
Add: Expenses incurred fiscal year 2002 that should have been capitalized	311
Less: Expenses paid for by General Fund in fiscal year 2004	(232)
Add: Expenses incurred fiscal year 2004	2,429
Net assets, beginning of year, as restated	\$ 1,038,443

In the prior fiscal year, the General Fund paid expenditures for the Sewer Fund that should have been reimbursed by the Sewer Fund. The effect on beginning fund balance in the General Fund is as follows:

Fund balance, beginning of year	\$ 18,367
Add: Reimbursement from Sewer Fund for expenses paid by General Fund in fiscal year 2004	 232
Fund balance, beginning of year, as restated	\$ 18,599

#### **NOTE 12: SUBSEQUENT EVENT**

On July 22, 2005, the Village authorized issuance of sanitary sewerage system revenue bonds for acquisition, construction, installation and equipping of a municipal sanitary sewerage system. The Series 2005 Bonds shall be issued in the form of two fully registered bonds in the principal amounts of \$109,000 and \$234,000, which shall be designated "Sanitary Sewerage System Revenue Bond, Series 2005A" and "Sanitary Sewerage System Revenue Bond, Series 2005B", respectively. Interest will be paid on the Series 2005A and Series 2005B Bonds at 4.25% and 4.125%, respectively, payable on the first day of April and October in each year commencing on October 1, 2005. Principal installments shall be due on April 1 in each year commencing on April 1, 2006.



# **BUDGETARY COMPARISON SCHEDULE**

				Actual			Actual	
	Budgeted Amounts			Over (Unde			r (Under)	
	0	Priginal		Final		Actual	Fina	l Budget
Revenues:								
Property taxes	\$	17,580	\$	17,580	\$	17,870	\$	290
State grants		25,000		25,000		24,933		(67)
Charges for services		600		600		624		24
Interest and rents		375		375		52		(323)
Other revenue			_	-		1,353		1,353
Total revenues		43,555	_	43,555		44,832		1,277
Expenditures:								
Current								
General government		16,900		16,900		24,784		7,884
Public works		9,800		9,800		13,199		3,399
Recreation and culture		3,000		3,000		6,377		3,377
Capital outlay		-		-		455		455
Debt service								
Principal		2,948		2,948		448		(2,500)
Interest and fees		52		52		52		
Total expenditures	_	32,700		32,700		45,315		12,615
Excess (deficiency) of								
revenues over expenditures		10,855		10,855		(483)		(11,338)
Fund balance, beginning of year, as restated		18,599		18,599		18,599		
Fund balance, end of year	\$	29,454	\$	29,454	\$	18,116	\$	(11,338)

#### SPECIAL REVENUE FUND – MAJOR STREET FUND

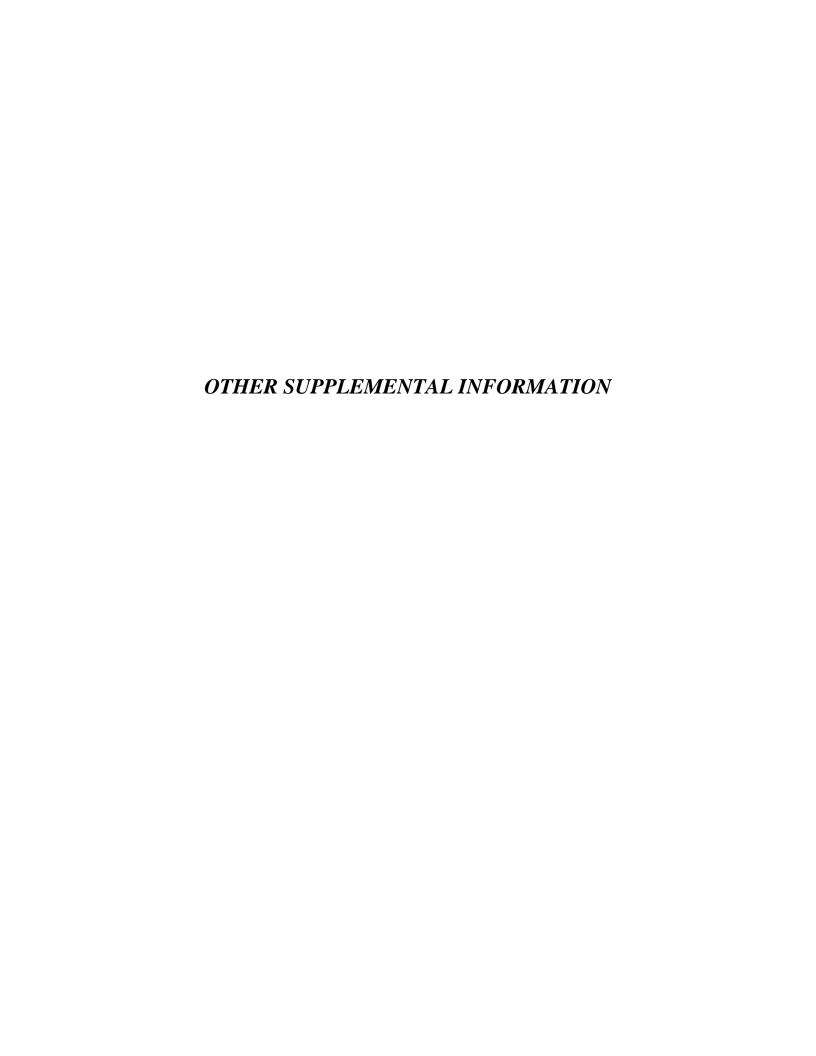
# **BUDGETARY COMPARISON SCHEDULE**

		<b>Budgeted Amounts</b>				Actual Over (Und		
	<u> </u>	)riginal	Final		Actual		Final Budget	
Revenues:								
State grants	\$	35,000	\$	35,000	\$	38,643	\$	3,643
Interest and rents		750		750		76		(674)
Other revenue						500		500
Total revenues		35,750		35,750		39,219		3,469
Expenditures:								
Current								
Public works		21,850		21,850		10,965		(10,885)
Debt service								
Principal		4,272		4,272		4,269		(3)
Interest and fees		1,191		1,191		1,191		
Total expenditures		27,313		27,313		16,425		(10,888)
Excess (deficiency) of								
revenues over expenditures		8,437		8,437		22,794		14,357
Other financing uses:								
Transfers out						9,661		9,661
Total other financing uses						9,661		9,661
Net change in fund balance		8,437		8,437		13,133		4,696
Fund balance, beginning of year		5,877		5,877		5,877		
Fund balance, end of year	\$	14,314	\$	14,314	\$	19,010	\$	4,696

#### SPECIAL REVENUE FUND – LOCAL STREET FUND

# **BUDGETARY COMPARISON SCHEDULE**

				Actual
	<b>Budgeted Amounts</b>			Over (Under)
	Original	Final	Actual	Final Budget
Revenues:				
State grants	\$ 8,175	\$ 8,175	\$ 10,000	\$ 1,825
Interest and rents	150	150	4	(146)
Total revenues	8,325	8,325	10,004	1,679
Expenditures:				
Current				
Public works	500	500	2,572	2,072
Debt service				
Principal	10,731	10,731	10,731	-
Interest and fees	2,993	2,993	2,994	1
Total expenditures	14,224	14,224	16,297	2,073
Excess (deficiency) of				
revenues over expenditures	(5,899	(5,899)	(6,293)	(394)
Other financing sources:				
Transfers in			9,661	9,661
Total other financing sources			9,661	9,661
Net change in fund balance	(5,899	) (5,899)	3,368	9,267
Fund balance, beginning of year	22,149	22,149	22,149	
Fund balance, end of year	\$ 16,250	\$ 16,250	\$ 25,517	\$ 9,267



# **DETAILED SCHEDULE OF REVENUES**

Current taxes:	
Property taxes	\$ 17,870
	17,870
State grants:	
State revenue sharing - sales tax	24,933
	24,933
Charges for services:	
Equipment rental	624
	624
Interest and rents:	
Interest	52
	52
Other revenue:	
Reimbursements	580
Other	773
	1,353
Total revenues	\$ 44,832

# **DETAILED SCHEDULE OF EXPENDITURES**

Council:         Personnel       \$ 2,940         Fringe benefits       1,323         Supplies       3         Contracted services       200         Other       121         4,587         Clerk:       Personnel         Fringe benefits       563
Fringe benefits       1,323         Supplies       3         Contracted services       200         Other       121         4,587         Clerk:       1,250
Supplies       3         Contracted services       200         Other       121         4,587         Clerk:       1,250
Contracted services       200         Other       121         4,587         Clerk:       1,250
Other     121       4,587       Clerk:       Personnel     1,250
Clerk:       Personnel       1,250
Clerk: Personnel 1,250
Personnel 1,250
, and the second se
Fringe benefits 563
Tinge beliefts
Supplies 32
1,845
Audit:
Contracted services 3,450
3,450
General Administration:
Contracted services 178
Printing and publications  Other  2,177
Other 2,177 2,486
Treasurer:
Personnel 1,000
Fringe benefits 450
Supplies 252
Contracted services 479 Other 131
2,312
Elections:
Printing and publications 73
73
Buildings and Grounds:
Personnel 878
Fringe benefits 395
Supplies 667
Contracted services 1,993
Insurance 3,813
Utilities 506
Repairs and maintenance 400
Equipment rental 37
Other 536
9,225

# **DETAILED SCHEDULE OF EXPENDITURES (CONTINUED)**

General Government, continued:	
Attorney: Contracted services	\$ 806
Contracted services	806
Total general government	24,784
Public Works:	
Department of Public Works:	
Personnel	671
Fringe benefits	302
Supplies	2,072
Repairs and maintenance	873
Equipment rental Other	450 1,294
Other	5,662
G	3,002
Street Lighting: Utilities	7,537
Othlities	
	7,537
Total public works	13,199
Recreation and Culture:	
Parks and Recreation Department:	
Personnel	2,170
Fringe benefits	977
Supplies	574
Contracted services	450
Repairs and maintenance	609
	4,780
Library:	1.260
Utilities Other	1,268
Other	329
	1,597
Total recreation and culture	6,377
Capital Outlay:	
General government	455
	455
Total capital outlay	AEE
i otai capitai outiay	455

# **DETAILED SCHEDULE OF EXPENDITURES (CONTINUED)**

Debt Service:	
Principal	\$ 448
Interest and fees	52
	500
Total debt service	500
Total expenditures	\$ 45.315

#### NONMAJOR GOVERNMENTAL FUND

# **COMBINING BALANCE SHEET**

June 30, 2005

	Park Fund		
Assets:			
Cash and cash equivalents	\$ 3,357		
Total assets	\$ 3,357	:	
Fund Balance:			
Unreserved:			
Special revenue fund	3,357		
Total fund balance	\$ 3,357		

#### NONMAJOR GOVERNMENTAL FUND

# COMBINING STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES

	Park <u>Fund</u>
Revenues:	
Interest and rents	\$ 7
Other revenue	3,350
Total revenues	3,357
Expenditures:	
Current	
Recreation and culture	301
Total expenditures	301
Excess (deficiency) of	
revenues over expenditures	3,056
Fund balance, beginning of year	301
Fund balance, end of year	\$ 3,357

#### FIDUCIARY FUND – AGENCY FUND

# COMBINING STATEMENT OF CHANGES IN ASSETS AND LIABILITIES

June 30, 2005

	Beginnng Balance	Additions	<b>Deductions</b>	Ending Balance	
Payroll Fund					
Assets: Cash and cash equivalents	\$ 3,153	\$ 18,787	<u>\$ 16,045</u>	\$ 5,895	
Liabilities: Accounts payable	\$ 3,153	\$ 18,787	\$ 16,045	\$ 5,895	

#### **GOVERNMENTAL ACTIVITIES**

### SCHEDULE OF INDEBTEDNESS

June 30, 2005

#### **Transportation Bond Fund**

Issued Dated August 1, 2000 in the amount of \$ 130,000

Less: Principal paid in prior years (40,000)

Principal paid in current year (15,000)

Balance payable at June 30, 2005 \$ 75,000

Balance payable as follows:

Fiscal <u>Year Ended</u> <u>Rate</u>		Principal due <u>August 1</u>		Interest due <u>August 1</u>		Interest due <u>February 1</u>		<u>Total</u>	
2006	4.90%	\$ 15,000	\$	1,913	\$	1,545	\$	18,458	
2007	5.00%	15,000		1,545		1,170		17,715	
2008	5.10%	15,000		1,170		788		16,958	
2009	5.20%	15,000		787		398		16,185	
2010	5.30%	 15,000		397				15,397	
		\$ 75,000	\$	5,812	\$	3,901	\$	84,713	

Note: Major Street Fund is obligated for 28.4615% and Local Street Fund is obligated for 71.5385%



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#### MANAGEMENT LETTER

To the Village Council Village of Prescott, Michigan

We have completed our audit of the financial statements of the Village of Prescott for the year ended June 30, 2005, and have issued our report thereon dated September 1, 2005. As part of our examination, we made a study and evaluation of the Village's system of internal accounting control to the extent we considered necessary to evaluate the system as required by generally accepted auditing standards. The purpose of our study and evaluation was to determine the nature, timing and extent of the auditing procedures necessary for expressing an opinion on the Village's financial statements. Our study and evaluation was more limited than would be necessary to express an opinion on the system of internal accounting control taken as a whole.

The Village's administration is responsible for establishing and maintaining a system of internal accounting control. In fulfilling this responsibility, estimates and judgments by the administration are required to assess the expected benefits and related costs of control procedures. The objectives of a system are to provide the administration with reasonable, but not absolute assurance that assets are safeguarded against unauthorized use or disposition and that transactions are executed in accordance with the administration's authorization and recorded properly to permit the preparation of financial statements in accordance with generally accepted accounting principles.

Because of inherent limitations in any system of internal accounting control, errors or irregularities may, nevertheless, occur and not be detected. Also, projection of any evaluation of the system to future periods is subject to the risk that procedures may become inadequate because of changes in conditions or the degree of compliance with the procedures may deteriorate.

Our study and evaluation made for the limited purpose described in the first paragraph would not necessarily disclose all material weaknesses in the system. Accordingly, we do not express an opinion on the system of internal accounting control of the Village of Prescott taken as a whole. Our study and evaluation disclosed no condition that we believe to be a material weakness. We want to bring the following to your attention however:

During our audit, we prepare a reconciliation of the gross wages reported on the quarterly 941 forms to the gross wages posted. We were unable to prepare this reconciliation in the current year because there was no copy of the third quarter 941 form. In addition, the gross wages reported on the other quarterly 941 forms did not match gross wages recorded on the payroll registers. Therefore, we were unable to determine if the proper amounts were being paid for payroll taxes.

We recommend that copies of all quarterly 941 forms be retained and filed with the payroll records. In addition, closer attention needs to be paid that the correct gross wages are being reported on the quarterly 941 forms. The gross wages reported should match the gross wages recorded on the payroll registers for the same three month period.

This report is intended solely for the use of the Village management and should not be used for any other purpose.

We wish to extend our appreciation to you and your staff for the assistance accorded us during our examination.

Sincerely,

Berthiaume & Company

Certified Public Accountants

Betchiaume & Co.

September 1, 2005

